

## **DRAFT MINUTES**

### **CATV Advisory Committee Minutes**

**July 21, 2011**

Place: Morrisette Room, Exeter High School

Time: 5:30 p.m.

Present: Matt Quandt, Candance Hoene, Nancy Belanger, Anne Surman, Hope Godino

Absent: None

Staff: Andy Swanson, Russ Dean

Others: Don Clement, Jay Childs (JBC Communications)

Selectman Quandt began the meeting with a review of the minutes of April 14. Town Manager Dean asked these be held until Selectman Ferraro's amendments can be integrated. It was agreed to address these minutes on August 11<sup>th</sup>.

The committee membership was discussed and the Town Manager indicated Jim Fellows has resigned from the committee and Sam Bruno is no longer on the committee by virtue of his retirement. Both have continued to help the transition including oversight of the equipment purchase and installation with JBC. There is now an opening for an at large committee member and an SAU representative. Anne asked about committee structure and the Town Manager said the Selectboard member had always been the Chair of this particular committee.

The group then toured the new studio on the second floor of the High School. This will serve as Exeter's public access studio and the home of the education channel. The Town Manager explained everything is up and running and has been tested including cameras, mixers, and monitors. In addition the signal is live on channel 13, 22 and 98 now so if you do have Comcast these channels will all have bulletin boards and eventually content. The Town Manager explained the goal of access is that it is a community operation open to all residents to create and provide local programming.

The Town Manager explained a new issue with Comcast regarding channel 13. This channel cannot yet be seen outside Exeter as intended and Comcast has requested that channel 22 become the education channel and 13 become the government channel. This issue will be discussed further with Comcast and the Board of Selectmen.

The Town Manager handed out the policies and procedures draft to the committee. This is version 3.0 the latest one. He also handed out a mark up from Selectman Ferraro, who made some good changes to the document to reflect the current structure. Until the new policy and procedure is recommended by the committee and adopted by the selectmen the Town will continue to use the current interim access policy and forms for channel 98.

The Town Manager then reviewed a draft budget and talked about the cable fund year to date spending. There is a small surplus expected but it does not include any spending on access until the end of the year so based on proposed access spending this will likely be used. JBC has a proposal to be considered by the committee. The Town Manager also pointed out the G bulletin board and broadcast server needs replacement and IT is getting a quote on this. The \$17,000 cost is reflected in the projected G budget for 2011.

Selectman Quandt talked about scheduling the next meeting of the committee. It was agreed the meeting would be scheduled for Thursday August 11<sup>th</sup> at the same time. At that meeting the committee will get an update on further activities and provide feedback on the JBC proposal. In addition the committee will provide any final feedback on the access policies and procedures to be adopted by the Selectmen.

Nancy Belanger moved to adjourn seconded by Anne Surman. The committee stood adjourned at 6:45 p.m.

Respectfully submitted,

Russell Dean  
Town Manager